

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE:

RISK MANAGER

DEPARTMENT:

ADMINISTRATIVE SERVICES

BASIC FUNCTION:

Under general direction, to plan, direct and coordinate the City's Risk Management and Loss Control Programs, including general liability, safety training, loss prevention, and insurance programs; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, organize and implement the City's Risk Management and Loss Control Programs, including self-insured general liability, property and automobile insurance, safety, and loss prevention and loss recovery programs.

Recommend goals, objectives, policies, procedures, and evaluate programs that identify major areas of risk, reduce the number and amount of liability and losses and insure the City against future liabilities.

Function as the liaison and coordinator between claimants, staff, insurance companies, appraisers, third party administrators, attorneys and third parties to claims.

Manage the investigation of claims by third party administrators and monitors claims activities and service to ensure efficient and effective processing; conduct field inspections as necessary; and coordinate with the City Attorney in resolving litigation issues related to claims.

Monitor and maintain currency on laws and issues pertaining to risk programs to formulate recommendations for changes or additions to City or department policies and procedures.

Coordinate City-wide safety training, program development, inspections and trouble-shoot safety concerns.

Develop and monitor standard insurance provisions for City contracts and leases. Review agreements, leases, purchase documents and contracts to eliminate or reduce potential risk and liability and to determine adequate insurance coverage and protection.

Develop and administer division budget and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Attend meetings, conferences and hearings as may be required.

Assign work to subordinate personnel, providing instructions and answering questions: coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.

Prepare agenda bills, case summaries, and settlement agreements for Council, City Manager and City Attorney consideration of recommended settlements.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles, practices, and laws related to risk management and loss control programs, including loss prevention, public liability, insurance and self-insurance, and safety programs.

City of Carlsbad codes, policies and procedures related to risk management and loss control programs.

Records management and reporting systems, including use of computerized data management systems.

Principles of modern business practices, including budgeting, contract administration, and analysis methods.

Principles, practices and methods of supervision and staff development.

Research methods and techniques and methods of report presentation.

Ability to:

Provide administrative and professional leadership in risk management and loss control programs.

Develop and implement goals, objectives, policies, procedures that are consistent with the City's goals and objectives.

Initiate, plan and complete work with a minimum of direction and control.

Research, assimilate and analyze large quantities of information, recognize substantive issues, identify options, project consequences, and develop sound conclusions and recommendations.

Analyze and interpret a wide variety of relevant legislation, regulations and trends to make decisions and recommendations.

Supervise, train and evaluate staff.

Establish and maintain effective working relationships.

Communicate effectively orally and in writing.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major course work in Public Administration, Accounting, Business or other related field, and three years experience in managing and administering risk management and loss control functions.

Additional training and course work in the risk management area is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive

deadlines; and interact with staff, Council members and others encountered in the course of work.

This position is typically situated in an office setting. Frequent daily and weekly travel to meetings within the City and to various out-of-City locations is necessary in the course of performing duties.

This is an at-will Management classification.

DATE APPROVED: June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits